

Program Codes (GQ EMIS records) in PowerSchool

The actual program codes are stored at the district level in PowerSchool. Nwoca provided your school some common program codes during your initial setup and conversion. If you find that a code is not present that you need to use for your EMIS reporting, you will need to review the current EMIS Manual Appendix for Program Codes. Your district is responsible to maintain these codes. You can add in new codes and /or remove obsolete codes.

Do not confuse the Special Programs (program codes) with the Activities your school setup and is using. Activities are not reported to EMIS.

Functions	District Setup
Attendance	
Daily Bulletin	
Enrollment Summary	
Master Schedule	
PowerLunch	
Reports	
Special Functions	
Teacher Schedules	
Setup	
District	
Personalize	
Staff	
System	
Dashboard	
Administrator	
PT Administrator	
ReportWorks	

General Functions	Description
Attendance	Set attendance preferences for all schools on this server.
Attendance Tracking and Notification	Define global parameters for attendance tracking and notification purposes.
Calendar Membership Types	Define unique school day types.
Citizenship Codes	Define server citizenship codes and definitions.
Courses	Associate courses to current school from district master list.
District Info	Define names and general information for the district.
Districts of Residence	Define incoming student district information.
Entry Codes	Define global membership entry codes and definitions.
Exit Codes	Define global membership exit codes and definitions.
Family Management	Define fields that will be shared between family members.
Federal Ethnicity and Race Settings	Define global ethnicity settings, and race codes and meanings.
Fee Categories	Define categories for fees.
Graduation Planner Setup	Create Graduation Plans for all schools on this server.
Health Setup	Define Health Screenings and Immunizations
Incident Management	Configure incident management types, codes, and sub-codes.
Localization Settings	Configure location weights, measures and formatting.
Log Entry Fields	Define the fields that appear on the log entry page.
Log Types	Define log entry codes and edit subtypes.
Payment Methods	Define global payment methods for fees.
Scheduling/Reporting Ethnicity Codes	Define global Ethnicity Codes for Scheduling and Reporting
Schools/School Info	Create and define schools.
Special Programs	Define special membership groups such as special ed.

If you need to add in a new Program code – select one of the existing codes to see how to setup the new program code, you should use some consistency when adding in the codes so they appear in the list properly and so that you can query student by the codes if needed.

Special Programs

New

Program Name	Show Current Students
0-SPED-CIEP	Display
0-SPED-CNST	Display
0-SPED-FIEP	Display
0-SPED-IETR	Display
0-SPED-IIEP	Display
0-SPED-PSTC	Display
0-SPED-RETR	Display
0-SPED-RFRL	Display
0-SPED-RIEP	Display
0-SPED-TETR	Display
0-SPED-TIEP	Display
205040 - Guidance Services	Display
205047 - Regular Classroom Services	Display
205050 - Regular Classroom with Grade Acceleration	Display
205052 - Regular Classroom with Subject Accelerati	Display
205055 - Regular Classroom with Early Entrance to	Display
205062 - Regular Classroom with Cluster Grouping	Display
205065 - Advanced Placement (AP) Course(s)	Display
205070 - Post Secondary Enrollment Option Course(s)	Display
205075 - Honors Class(es)	Display

Select one

PowerSchool District School: District Office Term: 11-12 Year Logout ?

Start Page > District Setup > Special Programs > Special Program Information (Last Login: 9/22/2011 at 7:33 AM) Freeborn, Sam

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- District
- Personalize
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

Special Program Information

Setting	Value
Program name (no commas)	420002 - Football
Qualifies as a special education program	<input type="checkbox"/>
Include in Quick Lookup	<input checked="" type="checkbox"/>
Ohio State Report Information	
Program ID (Leave blank to exclude program from the GQ Student Program Record)	420002
Include this program code in EMIS Student Program Report	<input checked="" type="checkbox"/> All <input type="checkbox"/> Oct. <input type="checkbox"/> Dec. <input type="checkbox"/> Feb. <input type="checkbox"/> June
No longer used	<input type="checkbox"/>

Delete Submit

Be Consistent

Enter the code

Select Reporting period/s

To add a student into a Program code (Special Program) for EMIS reporting

Select Student

Scroll down to Enrollments on left menu then click on Special Programs

Click New

[Test Scores](#)
[Truancies](#)

Administration

District Specific
Fee Transactions
Log Entries
Lunch
Lunch Transactions
Net Access
SEOP Review
Incidents

Enrollment

Activities
All Enrollments
Functions
Special Programs
Transfer Info

Special Programs

Adair, Brandon 12 3 AGHS1

New

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
Test Prep Intensive	5/26/2011	5/24/2012	12	

Click Submit to add in the student into the program code (special program)

New Special Program Enrollment

Adair, Brandon 12 3 AGHS1

Comment	<input type="text" value="optional"/>
Entry Date	<input type="text" value="09/01/2011"/>
Exit Date	<input type="text"/>
Exit Reason	<input type="text"/>
Grade Level	<input type="text"/>
Program	<input type="text" value="420002 - Football"/>
Ohio State Information	
Program Record Status (all records are "Add" unless directed otherwise)	<input type="text" value="Add"/>
Employee ID	<input type="text"/>
Program Provider IRN	<input type="text"/>

Submit

Here is some additional information when you click on the ? for online help in PowerSchool on the Special Program page:

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Special Programs

Create special programs in PowerSchool and enter students into those programs. Examples of special programs include vocational, resource, home school, or any type of program where students are not in mainstream classes. This function also helps schools keep track of how many students receive state funding for participating in special programs.

To simultaneously enroll more than one student into a special program, see [How to Mass Enroll Students in a Special Program](#).

How to View Special Programs

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.

The chart tells you in which programs the student participates, date of the student's entry into the program, exit date, and exit code indicating why the student left the program. Links to the program name and entry date provide more details on these items. If there is no program noted at the top of the page, the selected student does not participate in a special program.

How to Add a Student to a Program

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
3. Click **New**. The New Special Program Enrollment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Comment	Enter any notes related to the student's participation in the special program (optional).
Entry Date	Enter the date the student entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter the exit date (optional), which is the first day the student was not active in the program. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Exit Reason	Enter the code that describes why the student exited the program (optional).
Program	Choose the program from the pop-up menu. Note: For more information about the listed programs, click Program .

- Click **Submit**. The Changes Recorded page appears.

How to Edit a Student in a Program

- On the start page, search for and select a student. For more information, see [Search and Select](#).
- Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
- Click the student's entry date for the program you want to edit. The Edit Special Program Enrollment page appears.
- Edit the information as needed. For field description, see [How to Add a Student to a Program](#).
- Click **Submit**. The Changes Recorded page appears.

How to Delete a Student From a Program

- On the start page, search for and select a student. For more information, see [Search and Select](#).
- Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
- Click the student's entry date for the program you want to delete. The Edit Special Program Enrollment page appears.
- Click **Delete** to delete the student from the program. The Changes Recorded page appears.

How to Mass Enroll Students in a Special Program

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
- Choose **Mass Enroll Special Program** from the **Select a function for this group of students** pop-up menu. The Mass Enroll Special Program page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Use the following table to enter information in the fields:

Field	Description
Program	Choose the special program into which you want to enroll the selected students from the pop-up menu.
Entry Date	Enter the date the students entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Exit Date	Enter the exit date (optional), which is the first day the student was not active in the program. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Code	Enter the code that describes why the students exited the program (optional).
Comment	Enter any comments related to the student's participation in the special program. The comment appears on the Special Programs student page for each student.

4. Click **Submit**. The Alert page displays the message "Mass enroll successful."